

## Solicitation Verification Sheet - Quotes

**Solicitation Number:** [REDACTED]

**Solicitation Title:** [REDACTED]

**Vendor** (*Optional – Fill out after Award*): [REDACTED]

Item	Verified By	Date
Purchasing Requisition		
SCBO Advertisement (When anticipated cost is \$10,000 or above)		
Vendor List		
Purchase Order		
Invitation to Quote		
Amendment(s) (If Applicable)		
Quote Tally Sheet		
Certificate of Liability Insurance (If Applicable)		
Complete Quote Package Sent to DDSN		